

**CALIFORNIA POLLUTION CONTROL
FINANCING AUTHORITY**

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MEMBERS:
Bill Lockyer, Chair
State Treasurer

John Chiang
State Controller

Michael Genest, Director
Department of Finance

JOB OPPORTUNITY BULLETIN

Class: Staff Services Analyst
Associate Treasury Program Officer
Tenure: Permanent
Time Base: Full Time
Salary: \$2817 - \$4446 – SSA
\$4400 - \$5348– Associate

Will consider both levels for recruitment purposes

Under the general direction of the Treasury Program Manager I, of the California Pollution Control Financing Authority (CPCFA), and the general direction of the Executive Director. The incumbent will perform the following essential functions. The complexity of the duties will be modified to be consistent with the classification of the candidate hired.

Description of Essential Functions:

- Researches and secures information to respond to difficult, sensitive phone inquiries and correspondence directed to the Authority; and works on highly confidential and complex bond issues with staff, the Department of Finance, the State Controller's Office, financial institutions and advisors for the Authority. Attends staff meetings and provides input to operations; leads the activities of subordinate staff such as ensuring the preparation and distribution of the agenda and related materials necessary to conduct the Authority meetings; makes travel arrangements; establishes office procedures and operating systems; secures training for employees; and directs the typing and secretarial support services for the Authority.
- Analyzes, gathers and summarizes data and develops reports such as financial and statistical reports and various information requests of the Treasury Program Manager I and Executive Director; researches problems and issues related to CPCFA activities and recommends appropriate courses of action; researches and analyzes data; researches data and reports for upcoming meetings and prepares staff briefings; attends meetings; researches and makes recommendations to the Executive Director on issues of a sensitive or confidential nature; develops, edits and oversees website content.
- Prepares and provides technical information for the Authorities' professional staff, other state agencies, the Legislature, financial institutions, bond counsels, underwriters, and bond rating agencies concerning the Authorities' various financing programs regarding bond issues affecting the Authority such as: reviewing and analyzing official bond financing documents from rating agencies and financial advisors for accuracy of dollar amounts; providing technical support for the small business loan program (Cal-CAP), processing enrollment forms; reviewing financing application requests from manufacturing facilities to ensure that they meet the Authority's statutes and requirements are submitted in a timely manner, and independently resolves any potential problems.

DESIRABLE QUALIFICATIONS:

- Strong writing skills.
- Strong interest in public finance.
- Ability to make oral and written presentations before the Authority's Board.
- Demonstrate a high degree of good judgment, analytical ability, and independence in carrying out assignments.
- Demonstrate a high degree of responsibility, dependability, and flexibility on the job.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and have eligibility as a Staff Services Analyst, or Associate Treasury Program Officer. This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office and the Authorities and Commissions are encouraged to apply if interested in the position.

PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY. (I.E., LIST ELIGIBILITY, SROA, SURPLUS EMPLOYEE, ETC.) *If your source of eligibility is LIST ELIGIBILITY please provide proof of eligibility for admittance to the SSA examination, i.e., college degree or transcripts of completed number of units required for admittance to the exam.* If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number "345-002-5157-007" next to the classification on your application/resume, i.e., Staff Services Analyst, CPCFA 345-002-5157-007.

FINAL FILING DATE:

Applications will be accepted **until filled**. Applications will be screened and only individuals with the best qualifications will be interviewed.

SUBMIT APPLICATIONS TO:

Michelle Bell
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An equal opportunity employer-equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The CPCFA complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-3463 or TDD (916) 654-9922.